

**Step 1: Provide your information**

Federal employer identification number (FEIN) _____ Seq. number _____

Business name _____

C/O _____

Mailing address _____

City _____

State _____

ZIP _____

☐ Check this box if your business name has changed.☐ Check this box if you have an address change.**Reporting Period****If you are a quarterly filer:**

Check the quarter you are amending.

☐ **1st** (January, February, March)☐ **2nd** (April, May, June)☐ **3rd** (July, August, September)☐ **4th** (October, November, December)**If you are an annual filer:**

Check the box if you are amending an annual return.

☐ January — December**Step 2: Tell us about your business**

- A**
- If your business has
- permanently**
- stopped withholding because it has closed or you no longer pay wages, check the box and write the date you stopped paying wages.

A ☐ _____ / _____ / **2013**
Month Day**Step 3: Tell us your payroll information****Column A**
Most recent amount reported**Column B**
Corrected amount

- 1**
- Write the total compensation and gambling winnings (including Illinois Lottery winnings) subject to withholding this period.

1 _____**1** _____**Step 4: Tell us your withholding and previous overpayments**

- 2**
- Write the amount of Illinois Income Tax actually withheld for this period.
-
- If applicable, attach W-2-C forms.**

2 _____**2** _____

- 3**
- Write the total of all overpayments (whether or not received) you reported on your original return or previously filed IL-941-X.

3 _____

- 4**
- Add Column B, Lines 2 and 3 and write the total amount here.

4 _____**Step 5: Tell us about your payments and credits**

- 5**
- Write the total amount of withholding payments you have made during this period. This includes all IL-501 payments (electronic and paper coupons), as well as any subsequent payments.
- Do not**
- include any penalty or interest paid.

5 _____**5** _____

- 6**
- Write the amount of any credit carried forward from any prior period.

6 _____**6** _____

- 7**
- Write the total amount of credits you have received through DCEO.

7 _____**7** _____

- 8**
- Add Lines 5 through 7 and write the total amounts here.

8 _____**8** _____**Step 6: Figure your credit or the amount you owe**

- 9**
- If Line 4 is greater than Column B, Line 8, subtract Column B, Line 8, from Line 4. This is your
- remaining balance due**
- . Make your payment electronically (semi-weekly payers
- must pay**
- electronically) or your remittance payable to "
- Illinois Department of Revenue**
- " and go to Step 7.

9 _____

- 10**
- If Line 4 is less than Column B, Line 8, subtract Line 4 from Column B, Line 8. This is your
- overpayment**
- .
-
- Note:**
- You must complete Line 11.

10 _____

- 11**
- Check the appropriate box to tell us what to do with your overpayment and complete the Overpayment Worksheet on Page 2 to explain the reason for your overpayment.
- Note:**
- Checking the refund box does not guarantee a refund.

Credit ☐Refund ☐**Step 7: Sign here**

Under penalties of perjury, I state that, to the best of my knowledge, this return is true, correct, and complete.

Signature _____ (_____) _____ / _____ / _____
Daytime telephone number Month Day YearSignature of Preparer _____ (_____) _____ / _____ / _____
Daytime telephone number Month Day YearCheck this box if we may discuss this return with the preparer shown in this step. ☐

NSX DRX _____

Mail to: **ILLINOIS DEPARTMENT OF REVENUE**
PO BOX 19016
SPRINGFIELD IL 62794-9016

Overpayment Worksheet

If you checked either box on Line 11, you must check at least one or more boxes below. **Note: Overpayments are usually issued as credits. Refunds are only approved if you cannot use your credit.**

- ☐ a. I made an additional payment that was not needed for my tax liability.
- ☐ b. I sent a payment to the Illinois Department of Revenue that was intended for the Internal Revenue Service or another entity.
- ☐ c. I am a sole-proprietor and I withheld tax from my employees but I am not required to withhold on my income.
- ☐ d. I am a sole-proprietor that registered in error for withholding income tax and I have no employees.
- ☐ e. I withheld tax from an employee in error and have repaid the excess withholding to the employee. **Note:** Attach W-2-C forms.
- ☐ f. I copied information incorrectly or made a mathematical error on the original return that did not affect the tax withheld from my employees.
- ☐ g. I am reducing withholding because I reported third party sick pay on Step 4, Line 2.
- ☐ h. Other: _____

 *Go back to Page 1, Step 7, to sign your return.*
